

***Office of the State Treasurer and Receiver General***  
***Position Posting***

Job Title: Retirement Counselor  
Reports To: Assistant Deputy Director

Department: State Retirement Board  
One Ashburton Place, Room 1219  
Boston, MA 02108

**GENERAL DESCRIPTION OF THE POSITION**

Counsel and provide informational support, as directed to active and retired members of the State Employees' Retirement System regarding all aspects of available benefits.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Process to conclusion retirement applications, enter data necessary to properly credit members' service, salaries.
- Interact with payroll agencies and local retirement boards for verification purposes.
- Preliminary review of employee job descriptions and titles to assist in determining group classification.

**OTHER DUTIES AND RESPONSIBILITIES**

- Conduct retirement seminars and health fairs, as necessary, to groups of state employees, explaining retirement benefits and proper procedures to follow when applying to retire. Travel as required.
- Responsible for preparing cases as needed, including Section 10 Retirements for Board approval.
- Research member accounts to properly credit service and contribution history.
- Assist with and provide timely and correct responses to member inquiries.
- Develop skills required to calculate and approve superannuation pension payments to retirees.
- Assist with member inquiries including 1099R forms, beneficiaries, etc.
- Adhere to Treasury and Board policies
- Work when necessary with other state agencies, Treasury departments, and retirement boards and outside entities.
- Understand and remain current with changes to M.G.L. c.32 and regulations
- Ability to function both independently and as a member of a team
- Assist all other Retirement Board departments when necessary
- Develop skills required to process disability retirement cases

**KNOWLEDGE AND SKILLS**

- Microsoft Word, Excel; ability to learn State Board of Retirement Computer System
- College degree and at least one year experience with MGL Chapter 32
- Excellent organizational, and verbal communication skills
- Ability to communicate effectively and professionally with co-workers and the public

All interested applicants must submit a letter of application and a résumé to Human Resources Department, Massachusetts State Treasury, One Ashburton Place, 12<sup>th</sup> Floor, Boston, MA 02108 or at [HR@tre.state.ma.us](mailto:HR@tre.state.ma.us) no later than August 31, 2006.